



Superior Court of California, County of Lassen

Employment Application

220 S Lassen Street Suite 9, Susanville, CA 96130

Applications: Applications for employment are accepted only during a time of recruitment. When a final filing date is indicated, a completed "Employment Application" form must be received by the Superior Court of California, County of Lassen before 5:00 PM of the closing date. The application must be filled out completely and clearly show that the minimum requirements are met. ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND INVESTIGATION. An applicant's acceptability for any examination must be based on the information on his/her application. An application and attachments, once submitted cannot be returned.

Equal Opportunity: The Lassen County Superior Court is an equal opportunity employer, observing Federal, State and Local laws regarding discrimination on the basis of non-merit factors including sex, age, marital status, race, color, ancestry, national origin, medical condition, handicap, and sexual preference.

Alcohol/Drug Test, Medical, and/or Fingerprint Requirements: All prospective Court employees shall have a pre-employment Alcohol/Drug test. A medical screening may be required before appointment to a position. Fingerprinting will be required for certain positions within the Court.

I hereby certify that all statements made in the application are true and correct. I understand that this application will be used in determining my qualifications to advance to further stages of competition. I authorize investigation of all matters contained in this application. I agree and understand that any misstatements or omissions of material facts herein may result in elimination from the examination process or forfeiture of all employment rights associated with this examination process.

Signature _____

Date _____

DO NOT WRITE IN THIS SPACE

☐ Accept

☐ Reject

☐ Experience

☐ Education

☐ Incomplete Application

☐ Late Application

☐ No Supplemental App.

☐ Other _____

Initials: _____ Date: _____

Input by: _____

Date: _____

Notice Sent : _____

1) PLEASE TYPE OR PRINT IN DARK INK

Name _____
(Last) (First) (Middle)

Social Security Number _____

Mailing Address _____
(Number and Street) (City and State) (Zip Code)

Home Phone Number () _____ Okay to leave message? ☐ Yes ☐ No

Position Applying For:

2. Can you, after employment, submit proof of your legal right to work in the United States?

☐ Yes ☐ No

3. Special test arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific day or date. Do you require such special arrangements? If yes, check the box below and attach a letter to this application explaining the nature of the special accommodations you require. In addition, please contact Superior Court of California, County of Lassen (530) 251-1879 at least two weeks prior to the test date printed on the job bulletin.

☐ Yes

4. Do you possess a valid California Driver's License? (Fill in the information below only if required on the job announcement.)

☐ Yes ☐ No.

License # _____

Class _____

Restrictions _____

5. In addition to English, list any other languages you:

Possess verbal fluency in _____

Possess written fluency in _____

6. If this position requires keyboarding skills, please indicate.

Keyboarding speed: _____

You may be required to provide your original certificate.

7. Please indicate in which software programs you are proficient.

☐ MS Word

☐ Other _____

☐ MS Access

☐ Other _____

☐ MS Excel

☐ Other _____

☐ MS Outlook

☐ Word Perfect

☐ Other _____

8. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last 10 years?

☐ Yes ☐ No

If yes, give the name and address of the employer(s), reason for each release and dates of employment. (If additional space is needed use box 10.)

(If answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.)

9. As an adult (age 18), have you ever been convicted of a misdemeanor or felony?

☐ Yes ☐ No

You must complete this section to be considered for the job. Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.

Date and location of conviction: _____

Violation Code: _____

Explanation (Give details in box 10.)

10. Explanations (Attach additional sheets if needed.):

Education							
Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No				If not, do you possess a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Names of College, Graduate, Professional, Business, and/or Trade School (s) Attended:							
Name of School	Location (City, State, Country)	Course of Study/Major	# Of Units	Check One		Type of Degree	Completed (Yes/No)
				Sem.	Qtr.		

Licenses or Certificates					
Professional Licenses or Certificates, if required	Issuing Agency	Issuing State	License/Certification Number	Date	Expiration Date

Employment Experience
List all experience, starting with your most recent job. List different jobs/positions with the same employer separately. If you need additional space you may attach a resume (which can not be substituted for completing this application) and include answers to all of the questions asked on this application about each job experience. Refer to the Job Bulletin for this recruitment to help you decide whether a job you have held fulfills all or part of the Employment Standards.

Official Job Title:		Name of Employer:			
Mailing Address:		Supervisor's Name:		Supervisor's job title:	
		Salary: \$ hr/mo/wkly		Reason for leaving:	
Dates of Employment:	Hrs per week: _____	Are we authorized to contact this employer regarding your employment record?:			
From / / To / /	Length of Employment: Yrs. Mos.	<input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's phone number:			
Description of primary duties:					
Number of Employees Supervised: _____					

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An Equal Opportunity and ADA Compliant Employer
Superior Court of California,
County of Lassen

This sheet will be removed before the application is reviewed

Age ☐ **Under 21**
☐ **21-39**
☐ **40-69**
☐ **70 and over**

Gender ☐ **Male**
☐ **Female**

Ethnicity/Race
☐ **White**
☐ **Hispanic**
☐ **Black**
☐ **Filipino**
☐ **Asian or Pacific Islander**
☐ **American Indian or Alaska Native**

How did you learn of this job opening?

- ☐ **Internet**
☐ **Job Fair**
☐ **Trade or Professional Publication:** _____
☐ **Television or Radio**
☐ **Friend or Relative**
☐ **Job Line**
☐ **The newspaper:** _____
☐ **Other:** _____